

**City of Leon Valley
Solicitation for Consulting Engineer
For
Subdivision Platting and Construction Plan Review**

The City of Leon Valley, Texas is soliciting for a qualified consulting engineering firm to provide professional engineering services on an as-needed basis in the capacity of Consulting Professional Engineer. The selected firm will provide professional civil engineering consulting services to and on behalf of the City of Leon Valley for subdivision platting, with related documents, construction plan reviews and answering inquiries posed by City staff and officials.

The selected firm shall be capable of performing numerous other disciplines such as planning, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, or at minimum have the ability to coordinate with firms or recommended firms that provide such services.

No minimum amount of work is guaranteed, and the relationship with the selected firm shall be non-exclusive so as to allow the City to use other firms, as the City deems necessary or appropriate. There is no submission deadline, and proposals will be considered until a firm is selected.

Scope of Services

The selected consultant will provide technical review of and answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and construction plans, and escrows relating to various projects proposed by applicants to be developed in the City, to ensure that such conform with City Codes, codes adopted by the City, and all state and federal regulations.

Environmental Services and Regulatory Agency Interactions

The selected consultant shall be well versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies such as, but not limited to, the Federal Emergency Management Agency, Texas Commission on Environmental Quality, Texas Department of Transportation, Edwards Aquifer Authority, and U.S. Army Corp of Engineers.

CAD and GIS Capabilities

The selected consultant will have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.

Meeting Attendance and Participation

The selected consultant will be expected to attend periodic meetings of the City Council, in addition to meeting with City staff and developers.

Work Product

The selected consultant will be expected to provide the City with copies of all work product without limitation, to include reports, analyses, correspondence, plans, drawings and any other document produced in connection with the consulting relationship with the City in printed and electronic form as requested. The City shall own all rights, title and interest, including all copyrights and intellectual property rights to all documents that are created in connection with the consulting relationship with the City.

Professional Engineer Requirement

The selected consultant must assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the state of Texas.

Public Sector Experience

Preference will be given to firms that have or have had experience in the public sector, with a strong preference being given to those that specialize in representing public entities. The objective of this criteria is to minimize the potential for conflicts between City Engineer representation and clients the selected firm may represent for projects within the City of Leon Valley.

Responsiveness

The selected consultant must commit to provide services to the City in a timely manner without unreasonable delays.

Request Response Requirements

Following are minimum submission requirements to receive consideration under this request:

- * Overview of the firm, summarizing the scope of services to be rendered, firm history, equipment and facilities;
- * Summary of staff, as well as biographical and credential information as applicable;
- * If possible, identify the staff person assigned to work with the City of Leon Valley;
- * A minimum of a partial active client list (complete list preferred);
- * Summary of insurance coverage for the firm.

Deliverables

Four (4) copies of the response to this request shall be provided for review and must be valid for a minimum of ninety (90) days following submission. Mail or deliver proposals to:

Melinda Smith, Director
Community Development Department
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Any questions may be directed to Melinda Smith, Director of Community Development, at m.smith@leonvalleytexas.gov or at (210) 684-1391 x 227.

Selection Criteria

Selection of a firm will be based on the proposal that best satisfies the greatest needs set forth in this request, however, the City reserves the right to reject any or all responses. The City Manager and other City staff will review the proposals and interview firms.